

(classification)

BACKGROUND OF RECORDS MANAGEMENT OFFICERS

1. NAME		2. POSITION TITLE		3. OFFICE	
4. IMMEDIATE SUPERVISOR					
NAME		BUILDING		ROOM	
TITLE		OFFICE			
5. ACTIVE ELEMENTS OF YOUR RECORDS PROGRAM					
FORMS MANAGEMENT		VITAL RECORDS SCHEDULES AND DEPOSITS			
CORRESPONDENCE IMPROVEMENT		RECORDS CONTROL SCHEDULES			
REPORTS CONTROL		RECORDS RETIREMENT ACTIVITIES			
FILE SYSTEMS		MAIL OPERATIONS			
FILE EQUIPMENT AND SUPPLIES		SUPPLEMENTAL DISTRIBUTION			
RECORDS SURVEYS		OTHER RECORDS MANAGEMENT SERVICES (specify)			
REGULATORY ISSUANCES					
AUTOMATION DEVELOPMENT		NEW		EXISTING	
6. OTHER OFFICE RESPONSIBILITIES (list them in general terms)					
7. PERCENT OF TIME SPENT ON RECORDS PROGRAM ACTIVITIES OR HOURS PER WEEK SPENT ON RECORDS PROGRAM					
8. RECORDS MANAGEMENT EXPERIENCE (From present to the past)					
FROM - TO	GRADE	POSITION OR DUTIES		COMPONENT	

FORM 2900A

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RECORDS PROGRAM TRAINING		
9. NATIONAL ARCHIVES & RECORDS SERVICES AND/OR OTHER EXTERNAL TRAINING	COMPLETED YES#NO	YEAR
RECORDS MANAGEMENT		
FORM AND GUIDE LETTERS		
CORRESPONDENCE MANAGEMENT		
SPEEDING THE MAIL		
FORMS ANALYSIS AND DESIGN		
FORMS IMPROVEMENT		
FORMS FOR AUTOMATION		
DIRECTIVES SYSTEMS IMPROVEMENT		
HOW TO IMPROVE WRITTEN INSTRUCTIONS		
MODERNIZING MANAGEMENT REPORTS		
OFFICE INFORMATION RETRIEVAL		
FILES IMPROVEMENT		
RECORDS DISPOSITION		
SOURCE DATA AUTOMATION		
MECHANIZING PAPERWORK SYSTEMS		
MANAGING AN OFFICE MACHINE PROGRAM		
OTHER (list)		
10. INTERNAL TRAINING ON RECORDS MANAGEMENT		
11. AUTOMATION TRAINING (Internal or External)		

(classification)